



**APPLICATION TO HOLD A PICNIC OR WEDDING**

Attn: Allotment Clerks  
**CITY OF BURNABY, PARKS, RECREATION AND CULTURAL SERVICES**  
 #101 – 4946 Canada Way  
 Burnaby, BC V5G 4H7  
 Telephone: (604) 294-7222 Fax: (604) 294-7223  
 Email: [parksallotments@burnaby.ca](mailto:parksallotments@burnaby.ca)

**THIS IS AN APPLICATION/REQUEST ONLY AND DOES NOT GUARANTEE A PERMIT.**

Organization/Group Name:	Date of Application:	
Type of Event:	Date of event:	
Contact Name:	Address:	
City:	Province:	Postal Code:
Website Address:	Email Address:	
Home/Cell Tel No:	Work Tel No:	Fax No.:
Is the group a registered non-profit Society or an incorporated company?	Yes: _____	No: _____
If Yes, please provide us with a copy of the Certificate of Incorporation and List of Directors.		
Number of Participants:	Spectators:	Event Related Vehicles:
Full Description of Event: (Please attach additional page(s), if required)		

Location Requested (list in order of preference)	Date(s)	Event Time:	Set-up Time	Take-Down Time
1.				
2.				
3.				

Will you be planning any of the following activities at your event? (Please provide details below or attached)

Food Preparation	Yes	No	Amplified Sound	Yes	No
Sales of Any Kind	Yes	No	Entertainment (Specify)	Yes	No
Temporary Structures	Yes	No	Bouncy Castle/Dunk Tank, etc	Yes	No
Banners/Signage	Yes	No	Tents/Canopies	Yes	No

\_\_\_\_\_

\_\_\_\_\_

Other Activities: \_\_\_\_\_

Are there any services and/or equipment you require from City staff, i.e. Port-a-potties, extra garbage cans, etc. (Extra costs may be incurred)

\_\_\_\_\_

Please note: No refunds will be issued for Picnics and/or Weddings unless the facility/site can be re-booked. Cancellation fee may apply. It is your responsibility to secure the site on the day of your event – please arrive early. Clients must comply with dog policy for location booked. Access to non-public areas by vehicles through special request only. Additional insurance required for entertainment apparatus. Weddings are for 2 hour bookings and chairs, tent/canopies are the client’s responsibility.

PLEASE INCLUDE:

- DOCUMENTATION SHOWING LEGAL ENTITY (I.E. CERTIFICATE OF INCORPORATION)
- DOCUMENTATION FOR SIGNING AUTHORITY, (I.E. SOCIETY FORM 11 LIST OF DIRECTORS OR LETTER FROM DIRECTOR)
- A COPY OF YOUR INSURANCE OR A SIGNED PROOF OF INSURANCE COVERAGE FORM

IF APPLICABLE, PLEASE CONTACT FRASER HEALTH (604) 918-7683 TO DETERMINE REGULATIONS REGARDING YOUR FOOD/BEVERAGE REQUIREMENTS.

Insurance Requirements: Client to provide a copy of their Certificate of Insurance for a minimum of \$2,000,000 liability for each occurrence with the City of Burnaby and Burnaby School District #41 added as additional insured. If you do not have your own insurance coverage, we may be able to assist with the Blanket Insurance coverage provided by SBC Insurance (604) 737-3018 through the City of Burnaby.